## **County Manager Responsibilities: County Manager**

- Administers and supervises daily operations of all Divisions of the Frederick County Government, providing comprehensive executive level management;
- Assists the Board of County Commissioners (BOCC) in setting broad policy guidelines and programs relating to major issues of the County's future and establishing long-term goals for the Frederick County Government;
- Provides immediate supervision to the Division Directors who serve at the pleasure of the BOCC, the Public Information Officer, the Administrative Officer and an Executive Assistant;
- Serves at the pleasure of the BOCC and receives general supervision and quidance from the BOCC;
- Assists the BOCC in developing major policies and in planning long-range programs and goals for County Government;
- Facilitates the development, adoption and implementation of long-term goals and objectives (including land use planning, capital programs, zoning, etc.);
- Assists the BOCC in reaching consensus and closure on issues;
- Participates with the BOCC on agenda decisions, recommending agenda items and evaluating departmental agenda requests;
- Communicates BOCC decisions and directives to appropriate Divisions and Departments of County Government;
- Oversees implementation of Board decisions and directions and ensures that County operations are consistent with the policy direction of the BOCC;
- Supervises Division Directors, makes recommendations to the Board for the employment of Directors and evaluates the performance of Directors - (With the exception of the County Attorney, Division Directors report directly to the County Manager. The County Manager makes hiring/termination recommendations to the BOCC for approval.);
- Oversees the development, preparation, presentation (to the BOCC) and implementation of the annual County Government operating budget;
- Oversees the development, preparation and implementation of the capital improvement program and budget;
- Reports to the County Commissioners on significant governmental activities, accomplishments and problems;
- Assists Division Directors and Department Heads in resolving conflicts and in identifying collaborative opportunities between Divisions and Departments;
- Issues approval/disapproval on personnel-related issues (e.g., pay above entrance, appeals process, position classification, etc.);

- Supervises the Public Information Officer and the Administrative Officer and oversees all functions of those offices;
- Represents the County on inter-governmental committees;
- Serves as a representative of the BOCC in communications with officials and boards of other counties; as well as Federal, State or local agencies and
- Performs other related duties as required.